



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
ADMINISTRATIVE SERVICES SECTION**

OFFICE POLICY

Re: Use of Public Fire Education Materials

From: Chris Bainbridge, Director

Date: December 5, 2005

Purpose:

This policy is established to ensure that public fire education materials are distributed in a standardized and equal manner across the state.

Policy:

Public fire education materials purchased by the Division of Fire Prevention are to be distributed to volunteer fire departments and volunteer public fire educators providing education services to the citizens of Tennessee. The materials may be used for distribution at public fire education presentations and events at public gatherings such as fairs, parades, etc (the materials must only be distributed at seminar/lesson portions of these public gatherings).

The quantities and types of materials to be distributed will be determined by the Division and be based on the items on hand. A list of these items will be maintained on the division's web site. The maximum quantity of any single item to be distributed at a single event is 60.

Educators in need of materials will need to complete and return a "Public Fire Education Materials Request Form." The form will request information about the event, the volunteer educator, demographics of the target audience, and the type and quantity of materials needed.

The materials will be sent out as soon as possible. Additionally, they will be accompanied by a "Public Fire Education Report" form. This form should be filled out by the educator after the event and indicate the topics covered, how the materials were used, and the number of people at the event. Feedback and suggestions for improving the process and materials will also be requested.

Videos that are requested will be sent with a postage paid, pre-addressed return envelope. Videos must be returned within 3 business days of the event.